

# SIKKIM



## GOVERNMENT

## GAZETTE

**EXTRAORDINARY  
PUBLISHED BY AUTHORITY**

**Gangtok**

**Thursday 10<sup>th</sup> September, 2015**

**No. 348**

**GOVERNMENT OF SIKKIM  
LAND REVENUE AND DISASTER MANAGEMENT DEPARTMENT  
MANAN BHAWAN  
GANGTOK 737101**

**No.04/659-I/LR&DMD/ACQ/GOS**

**Dated: 03.09.2015**

### NOTIFICATION

In exercise of the powers conferred by rule 16 of the Citizenship (Registration of Citizens and Issue of National Identity Cards) Rules, 2003, and in pursuance of notification no 36/Home/2015 dated 25.08.2015, the State Government is hereby pleased to appoint the following officers, to carry out and supervise the Updation of NPR and seeding of Aadhaar numbers in the NPR database, within the jurisdiction of administrative area, as mentioned below:

Sl. No.	Designation	NPR Designation	Administrative Area
1	2	3	4
1.	Deputy Secretary(Nodal Officer for Census)Land Revenue & Disaster Management Department	State Coordinator	Whole state
2.	District Collector	District Registrar	Respective District
3.	Sub-Divisional Magistrate	Sub-District Registrar	Respective Sub-Division including Census Town/ Statutory Town/Forest
4.	Deputy Municipal Commissioner/ Municipal Executive Officer Municipal Corporation/ Municipal Council	Sub-District Registrar	Respective Municipal Corporation/ Municipal Council/Nagar Panchayat
5.	Gram Vikas Adhikari/Town Planner/Divisional Forest Officer (T)	Charge Officer	Respective Gram Vikas Kendra/ Statutory Towns/ Census Town/Forest

2. Roles and responsibilities of the Designated Officers is annexed.

**By Order and in the name of the Governor.**

**C.T. Wangdi, IAS  
Secretary  
Land Revenue & Disaster Management Department  
F. No. 659-I/LR(S)**

**Roles and responsibilities of the designated officers:-**

**State Coordinator**

1. Initiate Notification regarding Updation of NPR in the State Gazette.
2. Initiate appointment of various levels of functionaries within the State/UT.
3. Coordinating trainings of State/District level functionaries.
4. Monitoring of funds allocated.
5. Coordinating publicity efforts at State level along with DCO.
6. Ensuring timely completion of field work by taking all necessary steps.
7. Overall Supervision & monitoring of Updation of NPR.
8. Any other issue.

**District Registrar**

1. Appointment of all functionaries at District level.
2. Training of functionaries at District level.
3. Ensuring availability of NPR data booklet for the area under his/her jurisdiction
4. Distribution of Materials for field work.
5. Ensuring proper and wide publicity so as to create awareness to the general public.
6. Undertaking inspection of the field work.
7. Ensuring and certifying full coverage.
8. Getting NPR database back from the field.
9. Monitoring Data Entry at the district level centre to enter the updated data along with Aadhaar number for every resident.
10. Exercise financial control over expenditure.
11. Any other task assigned by the Competent Authority.

**Sub-District Registrar**

1. Appointment of all functionaries at Sub-District level.
2. Training of functionaries at Sub-District level.
3. Distribution of Material for field work.
4. Ensuring proper and wide publicity so as to create awareness to the general public.
5. Undertaking inspection of the field work.
6. Ensuring timely start and completion.
7. Ensuring correctness and quality of data collection.
8. Ensuring and certifying full coverage.
9. Exercise financial control over expenditure.
10. Coordinating the field activities at Sub-District level.
11. Any other task assigned by the Competent Authority.

### **Charge Officer**

1. Appointment of all functionaries at Charge level.
2. Training of functionaries at Charge level.
3. Distribution of Material for field work to the enumerators.
4. Undertaking inspection of the field work.
5. Ensuring timely start and completion.
6. Ensuring correctness and quality of data collection.
7. Ensuring and certifying full coverage.
8. Coordinating the field activities at Charge level.
9. Any other task assigned by the Competent Authority.

### **Enumerator**

1. Collect Appointment Letter and Identity Card from respective Charge Officers.
2. Attend training compulsorily.
3. Collect all relevant materials (AHL / Layout map) for field work including NPR data booklet, Blank NPR schedule (A4 size) and summary sheet etc for the area allotted.
4. Study the manual and get all doubts clarified from the Charge Officer.
5. Visit the area assigned and familiarize themselves.
6. Cover all usual residents within the boundary of the area assigned to them. Visit each household to update the demographic information and Aadhaar number for each member of the household. In case the house is locked at the time of first visit, subsequent visits are to be made. Ensure that each and every usual resident of the area allotted in the list has been covered.
7. Update the NPR database and note the Aadhaar Number for each member of the house hold.
8. Inform the respondent that it is her/his duty to give correct particulars regarding each and every usual resident in the household.
9. Show the updated data to the respondent and obtain her/his signature/ Thumb impression in the Booklet.
10. For the usual residents not found in the booklet, fill up fresh NPR forms alongwith Aadhaar/ EID number.
11. Prepare summary sheets and sign.
12. Submit updated NPR data booklet, NPR filled-in schedules and duly signed Summary sheet to the respective Charge Officer
13. Submit the unused forms etc.

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